



Thank you for your interest in volunteering with Monica Place.

Monica Place is a non-profit organization that provides support, housing, counselling and education opportunities for growth, learning and skill development. We empower young women who are pregnant, parenting or choosing adoption to make informed and healthy choices for themselves and their children. We are an accredited child and youth mental health organization. We currently offer services in our Waterloo and Cambridge locations.

#### Prenatal Residential Program Waterloo

- the prenatal residential program is a comprehensive, licensed, 24/7 care and treatment program for young women between the ages of 12 and 25, with multiple and complex needs during the prenatal period
- frontline staff provide 24-hour practical and emotional support, education and guidance to young women as they prepare for the birth of their baby

#### Parent Child Residential Program in Waterloo

- a residential program for young women and their child, up to 6 months of age
- provides resources, support and hands-on learning
- encourages healthy attachment between parent and child and models positive parenting
- encourages the use of appropriate parenting strategies, including reading and responding to child's cues
- emphasizes the importance of working with the mother-child dyad

#### Section 23 School Program Waterloo

- this program is offered in partnership with the Waterloo Region District School Board
- the program provides the opportunity for young women to receive elementary or secondary school credits
- individual programs of study that are revised to accommodate varying levels of concentration, self-discipline, learning styles and well-being in order to meet the student's needs and goals
- Monica Place partners with the school program in offering content and facilitating groups, and in supporting young women to obtain their credits in the Prenatal Parenting and SKILLS courses

#### Child Minding Program Waterloo

- free childminding services are provided onsite in the dedicated childminding space for students in our Section 23 School Program. The care is provided by trained and dedicated volunteers with staff supervision
- prenatal young women have scheduled time in the Childminding Program with staff support to gain hands-on skills caring for babies

#### Monica Place Cambridge Supportive Housing Program

- a supportive housing program for young women and their children up to 3 years of age
- individual and group parenting support and education opportunities provided
- individual and group support to help families learn essential skills like budgeting, meal preparation and how to be good tenants and neighbours is offered
- important connections to outside community resources are made as needed

## **Monica Place**

231 Herbert St. Waterloo ON, N2J 1V1  
t] 519.743.0291 x 231 f] 519.743.0292  
judyw@monicaplace.ca

### **Our Volunteer Program**

Monica Place values, appreciates and recognizes the vital contribution that volunteers offer. Volunteers assist in sustaining the services and programs of the agency. Services provided by volunteers are fundamental and essential to the lives of young women and children and to supporting their growth and development.

#### **Child Minding Volunteer**

The Child Minding Program involves providing care to children ages 2 to 14 months old, while their mothers are in school onsite. This program is offered during the public school year and is closed during all school holidays. The time commitment for this position is to be available for 2.5 hours per week Monday through Friday. Volunteers would choose a morning (9:30am – 12:00pm) or afternoon (12:30pm – 3:00pm) shift once per week, with a minimum of a 6 month commitment.

#### **Respite Volunteer**

The Respite Position is to provide support to our new mothers by caring for their child. This is primarily offered in the late afternoons or evenings, on weekdays. We offer this service the young moms in both of our locations. Moms can utilize this time to attend special programming, rest, take care of daily tasks, etc. – while remaining on the premises. The requirement for this position is to be available for 2-3.5 hours per week, between 2:30PM – 6:00PM in Waterloo and 6:00PM – 8:00PM in Cambridge, with a minimum of a 6 month commitment.

#### **Academic Tutor**

The Tutor position involves providing one on one academic support to the students in our Section 23 School Program in our Waterloo location. This service is offered during the school year and is closed during all school holidays. Tutors assist students to work through independent course workbooks and provide support to the teachers for special projects. The requirement for this position is to be available for 2 hours per week, Monday through Friday. Volunteers choose a morning (9:30am – 11:45am) or afternoon (12:30 – 2:30pm) once per week, with a minimum of a 6 month commitment.

#### **Marketing /Promotions**

The Marketing and Promotions position involves providing enthusiastic help to promote Monica Place fundraisers and activities. Responsibilities include: distributing flyers, fundraising, soliciting donations for silent auctions, as well as marketing involvement (e.g.: developing posters, etc.)

If you have any questions about the application process, please feel free to contact:

**Judy Wright-Fedyk**

**Community Support Facilitator**

[judyw@monicaplace.ca](mailto:judyw@monicaplace.ca) 519-473-0291 ext. 231

### Monica Place

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## Monica Place Volunteer Application Form

| Personal Information:  |                          |  |                          |  |                          |   |  |   |  |
|--|--------------------------|--|--------------------------|--|--------------------------|---|--|---|--|
| Last Name:   |                          |  |                          | First Name:  |                          |   |  |   |  |
| Street:  |                          |  |                          | City:  |                          | Postal Code:                                |  |   |  |
| Telephone: Day #<br><input type="checkbox"/> Home<br><input type="checkbox"/> Cell   |                          |  |                          | Telephone: Evening #<br><input type="checkbox"/> Home<br><input type="checkbox"/> Cell |                          |   |  |   |  |
| Email Address:   |                          |  |                          |  |                          |   |  |   |  |
| Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                          |  |                          |  |                          |   |  |   |  |
| Please indicate days/times available:  |                          |  |                          |  |                          | Time Frame:                                 |  |   |  |
|  | Mon                      | Tue  | Wed                      | Thu  | Fri                      | Sat   | Sun  | <input type="checkbox"/> Short Term (6-8 mos) |  |
| AM   | <input type="checkbox"/> | <input type="checkbox"/>                           | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>                    | <input type="checkbox"/>   | <input type="checkbox"/> Long Term (1-5 yrs.) |  |
| AFT  | <input type="checkbox"/> | <input type="checkbox"/>                           | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>                    | <input type="checkbox"/>   | <input type="checkbox"/> Special Events Only  |  |
| EVE  | <input type="checkbox"/> | <input type="checkbox"/>                           | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>                    | <input type="checkbox"/>   |   |  |
| Position Applying for:<br><input type="checkbox"/> Respite <input type="checkbox"/> Child Minding <input type="checkbox"/> Tutor <input type="checkbox"/> Marketing/Special Events<br><input type="checkbox"/> Other: (please specify) _____ |                          |  |                          |  |                          |   | Site:<br><input type="checkbox"/> Waterloo<br><input type="checkbox"/> Cambridge |   |  |
| Why do you want to volunteer with us?  |                          |  |                          |  |                          |   |  |   |  |
| <input type="checkbox"/> Work Experience   |                          | <input type="checkbox"/> Skills to Share           |                          | <input type="checkbox"/> Personal Satisfaction   |                          |   |  |   |  |
| <input type="checkbox"/> Time to Spare   |                          | <input type="checkbox"/> Community Involvement     |                          | <input type="checkbox"/> Helping Others  |                          |   |  |   |  |
| <input type="checkbox"/> Community Service   |                          | <input type="checkbox"/> Learn New Skills          |                          | <input type="checkbox"/> Other: _____  |                          |   |  |   |  |
| What Skills Do You Have to Offer?  |                          |  |                          |  |                          |   |  |   |  |
| <input type="checkbox"/> Computer / Technology   |                          | <input type="checkbox"/> Academic                  |                          | <input type="checkbox"/> Life Skills Training  |                          |   |  |   |  |
| <input type="checkbox"/> Cooking / Baking  |                          | <input type="checkbox"/> Financial / Budgeting     |                          | <input type="checkbox"/> Public Speaking   |                          |   |  |   |  |
| <input type="checkbox"/> Fundraising/ Promotion  |                          | <input type="checkbox"/> Musical / Play Instrument |                          | <input type="checkbox"/> Creativity  |                          |   |  |   |  |
| <input type="checkbox"/> Leadership / Coaching   |                          | <input type="checkbox"/> Childcare Experience      |                          |  |                          |   |  |   |  |
| <input type="checkbox"/> Special Skills/ Talents: please explain below (e.g. hair stylist, accountant, prenatal yoga etc.)<br>_____  |                          |  |                          |  |                          |   |  |   |  |
| Certifications   |                          |  |                          |  |                          |   |  |   |  |
| <input type="checkbox"/> First Aid   |                          | <input type="checkbox"/> CPR                       |                          | <input type="checkbox"/> Smart Serve   |                          | <input type="checkbox"/> Safe Food Handling |  |   |  |
| <input type="checkbox"/> Other: _____  |                          |  |                          |  |                          |   |  |   |  |
| Education (please indicate educational attainment and field of study)  |                          |  |                          |  |                          |   |  |   |  |

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|   |
|---|
| Work Experience (please state name of organization and position held)                     |
| Volunteer Experience (please state name of organization and position held)                |
| What experience have you had that may prepare you to work as a volunteer at Monica Place? |
| <i>For tutoring volunteers only:</i> What subjects are you feel qualified to tutor?       |
| How did you hear about the volunteer opportunity at Monica Place?                         |
| What do you hope to gain from this experience?  |

1) Screening

Have you ever been convicted of a criminal offence for which a pardon has been granted?

Yes  No

Will you agree to a Police Vulnerable Sector Record Check for a volunteer placement?

Yes  No

Note: The Police Check will cost \$10.00 with a letter from Monica Place.

2) References

Please find attached to this application package two reference check forms. Have each of your references complete a form. References must be over the age of 18, have known you for a minimum of 1 year, and be a non-family member. Letters of reference are welcome, provided they have been written within the last 12 months and have a contact phone number attached.

Please return the completed application form and two completed reference forms to Monica Place. You will be contacted for an interview if your application is approved.

*I certify that the above information is true, correct, and complete to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Monica Place Volunteer Reference Letter**

*This reference letter will aid us in determining if the volunteer applicant is suited to volunteer in our programs supporting young mothers and their children. We ask that you include any information that may be relevant. Thank you for taking the time to fully answer all questions.*

*Please pass this letter back to the applicant or mail it marked Volunteer Reference Letter to Monica Place, 231 Herbert St, Waterloo, ON, N2J 1V1. If you have any questions, please contact Judy Wright-Fedyk at: (519) 743-0291 ext. 231*

Reference Letter for (name of applicant): \_\_\_\_\_

Name of reference: \_\_\_\_\_

Address of reference: \_\_\_\_\_

Telephone number (day): \_\_\_\_\_ (evening): \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following is a list of qualities relevant to volunteering with our organization. Please rate the candidate as excellent, good, poor or don't know.

|                                    | Excellent | Good | Poor | Don't Know |
|------------------------------------|-----------|------|------|------------|
| Commitment                         |           |      |      |            |
| Flexibility                        |           |      |      |            |
| Works well in groups               |           |      |      |            |
| Dependability                      |           |      |      |            |
| Sensitivity to Others              |           |      |      |            |
| Acceptance of Guidance/Supervision |           |      |      |            |
| Respectful of Diversity            |           |      |      |            |
| Exercises Good Judgment            |           |      |      |            |

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***Monica Place Volunteer Reference Letter Continued***

What strengths can this person bring to Monica Place as a volunteer?

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Would you feel comfortable with the applicant watching and caring for young children?  
Why or Why not?

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Are you aware of anything about the applicant that may affect his or her volunteering with Monica Place?

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Is there any other information that you want to share with Monica Place?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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| Dependability                      |           |      |      |            |
| Sensitivity to Others              |           |      |      |            |
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| Respectful of Diversity            |           |      |      |            |
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date